



EMPLOYMENT OPPORTUNITIES

Week of December 31, 2006

All new employees will be required to successfully pass a pre-employment physical and drug screen. If interested in applying for any position listed below, **submit applications on-line at www.wilmingtonnc.gov**

Or in person at the City of Wilmington Human Resources, 320 Chestnut Street- 2nd floor, PO Box 1810, Wilmington, NC, 28402. Or fax to 910.341.5841. TO BE CONSIDERED: A CITY OF WILMINGTON APPLICATION MUST BE COMPLETED AND RETURNED TO HR BY 5:00PM ON THE CLOSING DATE.

Hearing impaired, dial 711 TTY/Voice.

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications must provide an official copy of their university/college transcript(s) and certification(s) before employment with the City of Wilmington will begin.

Job offers are made conditionally based upon successful completion of the pre-employment physical, drug screen, background checks, degree verification, reference checks and other pre-employment requirements. Candidates for positions that require a CDL or will require a CDL will need to complete a DOT physical.

CITY MANAGER'S OFFICE

Executive Support Specialist-(Office Manager)

Job# 206272

Candidate will perform specialized executive administrative support activities, managing the daily operations for the City Manager's Office and elected officials. The City Manager serves as the Chief Executive Officer for the City of Wilmington Government, serving under the direction of an elected board of officials and having responsibility for over 1100 employees. The Executive Support Specialist will serve in a position that will require some high level, confidential administrative tasks as well as the ability to work in a fast-paced environment. The City Manager's Office sets the tone for the organization as well as has the ability to impact the community and quality of life for the citizens. Responsibilities include, but are not limited to supervising support staff within the City Manager's Office, independently responding to citizens and staff complaints, concerns and request for information; maintaining the City Manager's calendar, preparing written correspondence for the City Manager; coordinating and scheduling meetings, preparing and processing fiscal paperwork, maintaining confidential records and information, performing research and referring individuals to the appropriate source of information; preparing information for the City Manager and Deputy City Manager for meetings, programs and activities; assisting staff with committee or program meetings, producing and distributing meeting minutes, preparing budget information, maintaining assigned accounts, preparing payroll or personnel paperwork as assigned, managing the E-agenda process, producing and coordinating the preparation of the City Council agenda, serving as back-up to office support staff and performing other duties of a similar nature or level. Associate's Degree in Business or related field and 3 years of progressive executive level clerical and administrative support experience, including 1 year of supervisory experience OR Bachelor's Degree in Business Secretarial Science, Human Resources or related field and 2 years of executive level clerical or administrative support experience, including 1 year of supervisory experience required. NC driver's license required. Candidate should have experience using Microsoft Office software. Prior experience providing administrative support to elected and appointed officials preferred.

DRIVING HISTORY CHECK REQUIRED. Anticipated Range: \$30,298-\$47,979 (salary depends upon education and experience). Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan. Currently accepting applications through Wednesday, January 3, 2007 at 5:00pm.

COMMUNITY SERVICES

Intern-Parks & Recreation-Halyburton Park (Summer 2007 Internship)

Job# 206257

Candidate will be responsible for supporting various activities and projects at Halyburton Park. This 58-acre park houses an events center and nature preserve. Students will work with city staff on developing and implementing environmental education programs for school groups as well as adults and will assist with opening and closing procedures for the park and staffing the events center. Students may also assist the outdoor program, Adventure Pathways, by accompanying staff on kayaking, canoeing or backpacking trips. Candidates should possess sound customer service skills, proper oral and written communication skills, and conflict management skills and possess the ability to multitask. **Must be currently enrolled in a College/University program majoring in Recreation, Communication Studies, Environmental Science, Biology, Public Administration or a related field.**

Compensation: \$1,000 stipend. Work Hours: 40 hours a week (number of weeks dependent on college/university curriculum). Weekend and evening work and valid driver's license required. CRIMINAL AND DRIVING HISTORY CHECK REQUIRED. Currently accepting applications through **Friday, February 23, 2007 at 5:00pm.**

Code Enforcement Officer

Job# 206269

Candidate will be responsible for the enforcement of municipal codes. Responsibilities include, but are not limited to enforcing the zoning, sign, minimum housing, public nuisance, abandoned structures and junked vehicle ordinances which includes inspecting sites; interpreting and applying various code provisions; initiating necessary proceedings and monitoring future compliance; assisting property owners with issues related to the codes to include explaining code enforcement procedures; responding to complaints and inquiries; coordinating efforts with other departments and organizations, maintaining records of enforcement activities by documenting complaints and responses and drafting correspondence to notify property owners of proceedings; attending enforcement hearings to determine violation severity and appropriate courses of action and performing other duties of a similar nature or level. Associates degree in Construction Management, Engineering field, Criminal Justice or Office Management/Business, and 1 year experience interpreting code or municipal laws zoning laws or planning experience with a general knowledge of construction practices; OR a High School Diploma or GED and 4 years of experience interpreting codes or municipal laws, zoning laws or planning through code enforcement or law enforcement with a general knowledge of construction practices. Valid NC driver's license required. Experience in code enforcement, computer and related software knowledge preferred. **CRIMINAL HISTORY AND DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$30,298. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Friday, January 5, 2007 at 5:00pm.**

Recreation Specialist-Parks & Recreation

Job# 206275

Candidate will be responsible for providing support in the planning and implementation of recreation programs which include special events (4th of July), day trips, developing classes, assisting with youth programs, senior programs, dock master duties and answering phones. Candidate should possess Adult, child and infant CPR & 1st Aid certification. Candidate must have excellent customer service skills. High School Diploma or GED and 1 year of related recreation program experience **OR** Bachelor Degree is required. Valid NC driver's license required. Weekend and evening work required. **CRIMINAL AND DRIVING HISTORY CHECK REQUIRED. TEMPORARY: 19 hours per week. Hourly Rate: \$12.21 per/hr.** Currently accepting applications through **Wednesday, January 17, 2007 at 5:00pm**

DEVELOPMENT SERVICES

Survey Technician –Capital Projects Section-(2 Positions)

Job# 206227

Candidate must be able to perform responsible technical and semi-skilled work in an engineering survey party. Responsibilities include, but are not limited to performing location work needed for the design of capital projects, construction stake-out of designed construction projects, field staking of proposed easements, staking of public property for other divisions within the City, staking of existing easements/rights-of-way for Public Services, Public Utilities, Code Enforcement for cleaning/clearing, staking of rights-of-way for Police to determine if abandoned vehicles are within the public right-of-way, staking of public property as requested by various departments, operating a transit, total station, level, data collector and various survey instruments to assist with the layout of construction sites, performing cross-section and other engineering and land survey activities, performing general

surveying labor duties, assisting with the maintenance of equipment and supplies, and performing other duties of a similar nature or level. High School Diploma or GED and 2 years of related surveying experience and a valid driver's license required. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$25,407. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Wednesday, January 10, 2007 at 5:00pm. (Re-advertisement)**

Project Engineer-Capital Projects.

Job# 206213

Candidate will be responsible for providing professional-level support and evaluation in engineering issues relating to the planning, design and construction of major City capital projects. Responsibilities include but are not limited to overseeing and coordinating the planning, design, and permitting of Public Works type projects and ensuring compliance with professional engineering requirements and city technical standards; administering construction contracts for capital projects, coordinating project requirements with design consultants to assist them in developing and implementing proposed public works projects, advising project managers and other peers regarding engineering related issues and participating on committees with coworkers to prepare specifications, maps, plans, permits and to review and revise technical standards. Candidate should have good communication and supervisory skills, the ability to prepare specifications and bid documents, read construction drawings and capable of visiting/negotiating construction sites. General knowledge of permitting requirements for capital projects. Bachelor's Degree in a related Engineering field and four years of progressively responsible engineering experience, PE License and North Carolina Driver's License is required. Experience with municipal or public works projects and experience with project management and/or Auto CADD MS Project, Hydraflow, WaterCADD, and other computer aided engineering design programs is preferred. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$47,406. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Friday, January 5, 2007 at 5:00pm. (Re-advertisement)**

Associate Planner-Transportation

Job# 206225

Candidate will be responsible for providing analysis of transportation planning related information in the areas of demographics, traffic operations and forecasts, neighborhood traffic issues, land use, and development review; and presenting the results in the form of maps, technical memoranda, and public meeting presentations. This position will provide data, analysis, and reporting in support of the programs and projects of both the City of Wilmington and the Wilmington Urban Area Metropolitan Planning Organization (MPO). The candidate will be a significant contributor to the Technical Review Committee (TRC), Transportation Impact Analysis (TIA) review, model development and assist with the development of the Long Range Transportation Plan. Must be able to communicate results of work with technical staff, public officials, and the general public in both written and oral forms. Bachelor's Degree in Urban Planning, Geography, or related field and 2 years of professional level planning experience (transportation planning principles and applications) required. Valid NC driver's license required. Must have experience using Word and Excel and other typical office applications and should have familiarity with ArcGIS, Access, and PowerPoint programs. Experience with a Metropolitan Planning Organization (MPO) preferred. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$42,522. Market Rate: \$46,872. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Wednesday, January 3, 2007 at 5:00pm. (Re-advertisement) (Extended Deadline)**

Associate Planner-Long Range

Job# 206226

The City of Wilmington, a coastal community with a premiere historic district situated along the Cape Fear River in southeastern North Carolina, is seeking qualified applicants for an Associate Long Range Planner. Candidates must have a concentration of experience in long range planning with specific experience in developing, updating or implementing comprehensive and other long range plans and have general knowledge of development review practices in current planning. Preparation and assistance in maintaining and amending city codes that will guide development of the City as well as preparing rezoning case studies. Candidate must have strong project management skills, writing and public speaking skills are required for presentations to boards, commissions, City Council and citizen groups. Bachelor's degree in Planning or a related field and a minimum of two years public sector planning experience **OR** Master's degree in Planning or a related field and a minimum of one year public sector planning experience is required. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$42,522. Market Rate: \$46,872. Comprehensive** benefits package including an additional 4.5%

contribution to 401k or 457 plan. Currently accepting applications through **Tuesday, January 16, 2007 at 5:00pm.**
(Re-advertisement)

Project Engineer-Plan Review

Job# 206142

Candidate will be responsible for providing professional level support and evaluation in engineering issues relating to the planning, design and construction of major City projects. Responsibilities include, but are not limited to reviewing development plans, including calculations and designs, serving on the Technical Review Committee, supervising a Staff Engineer and Sr. Engineering Technician and interacting with developers and engineers. Bachelor's Degree in Civil Engineering or a related engineering field and 4 years of progressively responsible Engineering experience (design and/or plan review) and a valid NC driver's license required. Knowledge of Stormwater design principles and strong communication skills required. Professional Engineering (PE) license required. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$47,406. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Friday, February 2, 2007 at 5:00pm. (Re-advertisement)**

FINANCE

Finance Director

Job# 206233

Candidate will serve as the City of Wilmington's Chief Financial Officer (CFO) with responsibility for the overall financial health of the City. The candidate reports to the City Manager and have responsibility for directing the operation and activities of the Finance Department as well as supervising the staff. Responsibilities include, but are not limited to performing debt management, cash management and treasury management; conducting pre-audits of all contracts by reviewing and approving contract payments to verify adequate budget and funding resources; directing the City's billing and collection activities; assisting budget staff in the development and monitoring of the annual budget to include reviewing budget reports for trends and errors and taking corrective action when necessary; overseeing the filing of periodic tax and statutory reports; overseeing grant reporting and compliance activities to include establishing and monitoring programs in accordance with grant compliance schedules, such as the FEMA process; preparing the City's Annual Comprehensive Financial Report (CAFR), which includes scheduling the preparation of the report, deciding on the proper accounting methods for the development of the report and preparing footnotes for the report; evaluating and making recommendations for the City's insurance programs; securing financing for the acquisition of assets and performing other duties of similar nature or level. Bachelor's Degree in Accounting or related financial field and 7 years of progressively responsible governmental administrative experience, including 2 years of managerial experience, active certification as a Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) and valid driver's license required. Master's Degree in Finance, Accounting, Public Administration or Business Administration, active Certification as a Certified North Carolina Public Finance Officer and/or experience dealing with the NC State Treasury's Office is preferred. **DRIVING AND CRIMINAL HISTORY CHECK REQUIRED. Hiring Range: \$74,295-\$117,650 (depends upon education and qualification). Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Friday, January 5, 2007 at 5:00pm.**

POLICE

Police Cadet II

Job# 206040

New: The Cadet II Program is open to candidates who must meet all Police Officer criteria within 12 months from the date of hire as a Cadet II. Priority will be given to candidates with an Associate's Degree in Criminal Justice **or** a 4 year Degree in any field **and** pass the general screening process for Police Officer. Police Officer requirements are as follows:

- Must be 20 years of age at the time the application is submitted
- Possess or be eligible to obtain a NC driver's license
- U. S. Citizen
- Possess a High School Diploma or GED

- Basic Law Enforcement Training Certification

All applicants must complete a Police application packet to be considered. A list of automatic disqualifiers will be included in the applicant packet. **Background Check Required. Minimum Starting Rate: \$22,965. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Friday, January 12, 2007 at 5:00pm.** THE POLICE APPLICANT PACKET CAN BE RECEIVED FROM THE HUMAN RESOURCES OFFICE OR THE WILMINGTON POLICE DEPARTMENT WEB PAGE AT: www.wilmingtonnc.gov

PUBLIC SERVICES

Solid Waste Worker-(4 Positions)

Job# 206128

Candidate will be responsible for loading, transporting and compacting household and commercial refuse, bulky waste materials, and vegetative waste materials intended for disposal. Responsibilities include, but are not limited to, riding on the back of a trash truck, performing hands-on waste removal tasks at commercial and residential locations, picking up trash carts from residential and commercial addresses for repair, assisting driver in performing truck cleaning and maintenance activities. This entry-level position requires the candidate to have the ability to read and write at a minimum of the 8th grade level of education. Ability to operate specialized equipment on a daily collection route; must be able to work in inclement weather conditions; and must be able to lift 75lbs for extended periods of time. Experience performing outside and manual work preferred. **Note: REQUIRED TO WORK MOST CITY HOLIDAYS. Minimum Starting Rate: \$20,523. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Friday, January 12, 2007 at 5:00pm. (Re-advertisement)**

PUBLIC UTILITIES

Utility Maintenance Technician-Water Treatment

Job# 206248

Candidate will perform journeyman level troubleshooting, repair and cleaning of production and facility support equipment. Responsibilities include, but are not limited to performing mechanical and some minor electrical emergency, corrective and preventive maintenance; repairing and cleaning of equipment including, but not limited to mechanical and electrical systems, industrial controls/wiring, various types of monitoring equipment, various types of pumps, motors and gear drives, different types of piping and flow devices, various types of valves, air compressors and pneumatic controls, some HVAC and boilers and general buildings and grounds. Candidate must demonstrate the ability to safely operate all shop tools and equipment, including welding equipment. High School Diploma or GED and a valid NC driver's license required. Experience working on pumps, mechanical drives and compressed air components preferred. Also, prefer a candidate with a minimum of a 2 year Technical/Vocational Degree in Mechanical/Electrical Maintenance as well as instrumentation and controls experience. **Note: On-call rotation and reporting for duty during severe weather occurrences is also required. DRIVING AND CRIMINAL HISTORY CHECK REQUIRED. Minimum Starting Rate: \$27,856. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Friday, January 12, 2007 at 5:00pm. (Re-advertisement)**

APPLICATION INFORMATION

- ❑ Read the job announcement carefully to make sure you understand what the position is looking for and that you have the requirements.
- ❑ Make sure all the requested information is filled in completely and accurately. Just putting “see resume” is not acceptable.
- ❑ Must provide an official copy of your university/college transcript(s) and certification(s) before a final offer will be made, for individuals applying for positions that require degrees and/or professional certifications
- ❑ Don't leave any gaps in your employment history.
- ❑ List job duties or skills that you have, which are relevant to the position you are applying for.
- ❑ Proofread your application material.
- ❑ Write legibly, if you are handwriting your application.
- ❑ Include your resume and cover letter only as supplemental documents, but not as replacements for the requested information.
- ❑ Sign and date your application.
- ❑ Return your application to Human Resources prior to the posted closing dates/times.

Employment Citizenship Requirement-effective October 1, 2005

United States citizenship or legal alien status (must provide proof of identity and eligibility to work in the United States). The City of Wilmington does not engage in special visa programs such as H-1B and H-2A.

DEGREE VERIFICATION

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications, must provide an official copy of their university/college transcript(s) and certification(s) before a final offer will be made. **The college or university must be accredited by one of the Regional Accrediting Bodies listed below.**

Applicants can forward or have the school registrar's office send transcripts directly to Human Resources. This includes both internal and external applicants.

Regional Accrediting Bodies

Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands

Commission on Higher Education

Middle States Association of Colleges and Schools

3624 market Street

Philadelphia, PA 19104-2680

215.662.5606, fax 215.662.5950

Jean Avnet-Morse, Executive Director

Connecticut, Maine, Massachusetts, new Hampshire, Rhode Island, Vermont

New England Association of Schools and Colleges

209 Burlington Road

Bedford, MA 01730-1433

781.271.0022, fax 781.271.0950

Jacob Ludes III, Executive Director

Commission on Institutions of Higher Education

Charles M. cook, Director of the Commission

Commission on Technical and Career Institutions

Paul J. Bent, Director

Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming

North Central Association of Colleges and Schools

30 North LaSalle Street, Suite 2400

Chicago, IL 60602-2504

800.621.7440, fax 312.263.7462

Steven D. Crow, Executive Director

Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington

Northwest Association of Schools and of Colleges and Universities

8060 165th Ave., NE, Suite 100

Redmond, WA 98025

425.558.4224, fax 425.376.0596

Sandra E. Elman, Executive Director

Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia

Southern Association of colleges and Schools

1866 Southern Lane

Decatur, GA 30033-4097

800.248.7701, fax 404.679.4558

James T. Rogers, Executive Director

California, Hawaii, American Samoa, Commonwealth of the Northern Marianas, Federated States of Micronesia, Republic of the Marshall Islands, Republic of Palau

Accrediting Commission for Senior Colleges and Universities

Western Association of Schools and Colleges

958 Atlantic Avenue, Suite 100

Alameda, CA 94501

510.748.9001, fax 510.748.9797

Ralph A. Wolff, Executive Director

Accrediting Commission for Community and Junior Colleges

Western Association of Schools and Colleges

10 Commonwealth Boulevard, Suite 204

Novato, CA 94949

415.506.0234, fax 415.506.0238

Barbara A. Beno, Executive Director

Applicants who have obtained their education outside of the US and its territories must have their academic degree(s) validated as equivalent to the Baccalaureate or Master's degree conferred by a regionally accredited college or university in the United States.

There are several agencies that perform this specialized service. Contact the organization(s) directly for current information, procedure and costs.

World Education Services, Inc.

P. O. Box 745

Old Chelsea Station

New York, NY 10113

1-800-977-8263

www.wes.org

International Consultants of Delaware, Inc.

109 Barksdale Professional Center

Newark, DE 1971-3258

(302) 737-8715

www.cgfn.org/cgfn/icd

Educational Credentials Evaluators, Inc.

P. O. Box 514070

Milwaukee, WI 53202-3470

(414) 289-3400

www.ece.org

Josef Silny & Associates

P. O. Box 248233

Carol Gables, FL 33214

(305) 273-1616

www.jsilny.com